



Department of Public Works  
Administration

Ghassan Korban  
Commissioner of Public Works  
Preston D. Cole  
Director of Operations

**CITY OF MILWAUKEE**  
**DEPARTMENT OF PUBLIC WORKS**

**INCLEMENT WEATHER DAYS (IWD) POLICY**

**ISSUE DATE: FEBRUARY 10, 2012**

**EFFECTIVE DATE: FEBRUARY 20, 2012**

This policy is subject to management discretion and will involve an assessment of the current and predicted weather conditions with an emphasis on employee safety and productivity. "Weather" may include, but is not limited to; temperature, wind, wind chill, and precipitation.

As a general guideline: If the 5:00 a.m. official temperature at the federal weather Station at General Mitchell Field is -10 degrees Fahrenheit or colder, employees will not be dispatched to the field except for emergencies and snow work. A cold weather standby will remain in force until the temperature rises above -10 degrees F. or employees are sent home for the day. In that event, employees will be paid a minimum of two hours standby time, and the balance will have to be accounted for as provided below.

There may be certain employees, as determined by management, that will be directed to remain during IWDs. These employees will be given assignments that may or may not be consistent with assignments given on a "typical day." For example, an employee who usually drives a vehicle may be assigned to clean a garage/equipment.

**INCLEMENT WEATHER DAY(IWD) LOST TIME :**

At all times it will be the objective of the department to minimize lost time due to a IWD. To accomplish this management may take any of the following actions:

1. Schedule Change: There may be a schedule change to make up for the IWD. The division could schedule ten hour days for the balance of the week where a day is lost due a IWD. There may also be a weekend day (Saturday/Sunday) scheduled to make up the IWD.
2. Employees will be allowed to use vacation to make up for the IWD (Up to -80 hours may be permitted, subject to management approval).
3. Employees may take unpaid time, subject to management approval.

**NOTE: This document is intended as a "guideline" as to how the Inclement Weather Day (IMD) policy will be implemented. Each division within DPW has some unique types of work/tasks that may not be subject to these general guidelines. Therefore, management reserves the right to make decisions that may deviate from these guidelines as necessary on a case-by-case or division-by-division basis. In addition, management reserves the right to make changes to these guidelines as needed. Every attempt will be made to notify employees in advance of any changes to these guidelines.**

**Inclement Weather Day Policy 2\_8\_12**